

# **ASSOCIATION OF INDIAN UNIVERSITIES**

**16, COMRADE INDRAJIT GUPTA MARG (KOTLA MARG)**

**(NEAR BAL BHAWAN, ITO), NEW DELHI-110002**

**(Phone : 011-23233340 & 011-2230059/Extn. 228)**

**(Mail ID : [accounts@aiu.ac.in](mailto:accounts@aiu.ac.in) Website : [www.aiu.ac.in](http://www.aiu.ac.in))**

## **NOTICE FOR EMPANELEMENT OF CA FIRM AS STATUTORY AUDITORS**

Association of Indian Universities is a Society registered under Societies Registration Act, 1860 (Act XXI of 1860) which is the act for Registration of Literary, Scientific and Charitable Societies. The Association of Indian Universities (AIU) is an apex Inter-University Co-ordinating Organization that has served the Universities for over nine decades. Its membership embraces Traditional Universities, Agricultural Universities, Institutes of National Importance, Institutes of Technology, Information Technology, Deemed Universities, Private Universities, Self Financed Universities and also Associate Members from Bangladesh, Bhutan, Nepal, Mauritius, Thailand, UAE, Mauritius, Malaysia & Republic of Kazakhstan. The Association is also registered under Section 12A(a) & 80 (G) of the Income Tax Act 1961.

The main activities of the Association are to act as inter-university organization, undertake publication of newsletters, research papers, books & journals etc for promotion of higher education. The Association acts as a liaison between the universities and the Government in matters of common interest. The Association also undertakes programmes which help to improve standards of instruction, examination and research. These programmes contribute to the growth and propagation of knowledge. In other words, the activities of the Association encompass teaching and research activities and it performs an extension of university functions at the national and international level.

**Sealed quotations are invited for empanelment of CA Firms in the prescribed format (Annexure I & II). The terms & conditions are as under:-**

### **TERMS AND CONDITIONS**

1. The CA Firms are required to submit the duly filled-in Proforma(s) and enclose the photocopies of the documents substantiating provided information and verification of records.
2. Details of the bid is as under :-
  - a. Tender Reference : No. Finance/CA Firm/01/2022-23
  - b. Last date & time of receipt of Bid : **March 21, 2022 till 5.00 pm.** Quotations received after the last date/time will not be considered.
3. **CA Firms located in Delhi & NCR area only may apply.**
4. The Chartered Accountant/CA Firm should have experience of at least two financial years during the last consequent five years (from 2016-17 to 2020-21) of statutory auditing the accounts of at least one Higher Education Institution/Autonomous Organization/University.

5. The Chartered Accountant/CA Firm should have the valid Registration Number, PAN and GST Registration Number. Requisite supporting documents are required to be submitted by the Firm(s).
6. The average annual turnover for the period 2018-19 to 2020-21 (last 3 years) of the CA/Firm shall not be less than 15 lakhs.
7. The quotation should be signed by the Proprietor/Chartered Accountant himself or by all the partners of the firm with official stamp or the authorized signatory of the firm.
8. Use of white fluid and over writing of any kind in the quotation, will be summarily rejected.
9. In case of Saturday/Sunday or any Govt. Holiday, bid will be opened on the next working day.

**GENERAL CONDITIONS:**

1. All auditable records/information will be provided by the Association of Indian Universities (AIU) at its office located at 16, Comrade Indrajit Gupta Marg, New Delhi 110002.
2. Successful bidder would be required to submit Performance Security for an amount of 3% of the value of the contract in the form of Bank Guarantee/FDR/DD from a commercial Bank within 10 working days from the date of award of contract.
3. Any loss or penalty levied to the AIU due to negligence of CA/ Firm shall be borne by the CA firm engaged.
4. The CA/Firm shall not assign or transfer, the work to any third party.
5. The information of AIU shall not be shared with any other organization/person.
6. The jobs are to be completed within the stipulated time, which could be decided based on the nature of jobs being awarded as per the work order.
7. If the selected firm is not able to fulfill its obligations under the contract/work order, which includes non-completion of work, AIU reserve the right to get the work accomplished through another Firm. Any costs, damages etc. resulting out of the same shall have to be borne by the selected firm, which can be recovered from his bills/performance security.
8. The rates shall be valid initially for a period of two years and extendable for a further period of one year.
9. The quotation must clearly indicate “**QUOTATION FOR EMPANELEMENT OF CA FIRM AS STATUTORY AUDITOR & OTHER ALLIED JOBS**” on the face of the envelope.
10. **The Secretary General, Association of Indian Universities reserves the right to reject any or all quotations without assigning any reason.**

11. Any legal disputes arising out of the contract will be settled in Delhi Court only.
12. Any violation of these terms & conditions will lead to termination of contract, forfeiting the security amount and blacklisting of the future jobs.
13. The deduction of Income Tax and GST TDS from the bills of the Firms will be made at source under the Income Tax Act, 1961 at the rate as applicable from time to time.
14. The Firm should not have been 'black listed' by any Government Department/Ministries, Autonomous bodies, etc.
15. All the Firms are required to submit the Bids as per the following:

<b>Annexure I</b>	Technical Bid
<b>Annexure II</b>	Financial Bid for quoting the rates item- for various jobs

#### **TECHNICAL BID:**

The Technical Bid should consist of self attested duly signed and under the seal stamp of the Firm of the legible copy of following documents:

- Name, designation, office/residential address and office Telephone numbers of the Authorized Person(s), whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Partners also.
- Duly signed legible copy of Certificate issued by the ICAI.
- Duly signed legible copy of valid Registration No. of the Firm.
- Duly signed legible copy of PAN Card under Income Tax Act.
- Duly signed legible copy of GST No. of NCT of Delhi.
- Duly signed legible documents/proofs of Annual Turnover as stated in **Annexure I** supported by self certified Balance Sheet of Financial Years 2019-20 and 2020-21.

#### **SCOPE OF WORK:**

**The indicative scope of work is listed below:**

- Scrutiny of vouchers, ledgers, bank book etc. of AIU for auditing the Accounts.
- Preparation of Utilization Certificate for Grant-in-Aid
- Drafting and finalizing the Annual Accounts of AIU, AIU Group Gratuity Scheme and AIU Provident Fund Trust comprising of Receipt & Payment Account, Income & Expenditure Account, Balance Sheet and Annexure(s) including projections for next year for application under Form 13C.
- Audit Report (s).
- Filing of Income Tax Return(s)

- Monthly, Quarterly and Annual Returns - 24Q, 26Q, GST and GST TDS
- Form 15CB Certification
- RNI Certification
- Assessment proceedings before the Assessing Officer, Additional Commissioner of Income Tax, CIT (Appeal), ITAT on need basis.
- Any other work pertaining to accounts/audit within the domain of Statutory Auditors.

#### **FINANCIAL BID:**

- Professional fee (all inclusive) + GST as applicable in Rupees in the prescribed Performa as per **Annexure II**. must be filled and submitted along with Financial Bid in a separate sealed cover.
- The bidders who are disqualified based on the Technical evaluation, their financial bid will not be opened.

#### **MANNER OF SUBMISSION OF TENDER DOCUMENT**

Sealed tenders for Technical and Financial Bids are to be submitted in separate envelope along with a demand draft/pay order of *Rs. 1000/-* in favour of “**Association of Indian Universities, New Delhi**” as **Earnest Money**, may be dropped in the Tender Box available at Reception/Dispatch Unit of this office **latest by March 21, 2022 by 5.00 PM.**

Tender by post must also reach **by 5.00 PM on March 21, 2022.** Complete address of Firm(s) must be clearly mentioned on all the sealed envelopes. The Earnest Money (*interest free*) will be refunded to the unsuccessful bidders preferably within one month on finalization of the empanelment.

#### **OPENING OF THE QUOTATIONS**

Sealed quotation will be opened on the stipulated date by the Committee being constituted by the AIU.

For any queries or more information; the undersigned may be contacted between **10.00 AM to 5.00 PM** on all working days.

Deputy Secretary (Finance)  
Ph. No. 011-23230059/Ext. 228

**Annexure-I**

**TECHNICAL BID**

**DETAILS OF THE CHARTERED ACCOUNTANT/FIRM**

1. Name of the CA/Firm :
2. Full Address (with Pin Code) :
3. Name & Contact Number of Authorized persons :
4. Telephone & Mobile Nos. :
5. E-mail ID (s) :
7. Date of Establishment of the Firm with a Certificate issued by ICAI :
8. PAN and GST Nos. :
9. Average Annual Turnover of last 2 years :
10. List of Clients :
11. Name of the Higher Education Institution/ Autonomous Organization/University whose statutory auditing has been done :
12. Average Annual Turnover of 15 lakhs during the period 2018-19 to 2020-21 (last 3 years) be attached. :
13. Check List : 1) EMD enclosed (Bank Draft /Pay Order Amount of **Rs. 1,000/-** (Rs. One Thousand Only)  
2) Undertaking/Certificate

**Signature with Seal**

**UNDERTAKING**

To:

The Secretary General,  
Association of Indian Universities  
New Delhi 110002.

Name of the CA/Firm.....

Address.....

Tender No..... Due Date.....

Madam/Sir,

- 1. I/We hereby agree to abide by all terms and conditions laid down in the tender document.**
- 2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the**

Signature with Seal

**FINANCIAL BID FOR PROFESSIONAL FEE FOR JOBS**

Name and address of firm

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person \_\_\_\_\_ Contact No. \_\_\_\_\_

S.No	Work/Service	Proposed Fee (Rs)*
<b>ANNUAL BASIS</b>		
a)	<b>Audit of Accounts of:</b> <ul style="list-style-type: none"><li>• Association of Indian Universities</li><li>• AIU Group Gratuity Scheme</li><li>• AIU Provident Fund Trust as per Gazette Notification dt. 30.10.2003</li></ul>	
b)	<b>Income Tax Return of:</b> <ul style="list-style-type: none"><li>• Association of Indian Universities</li><li>• AIU Group Gratuity Scheme</li><li>• AIU Provident Fund Trust</li></ul>	
c)	<b>Approval for exemption u/s 197 (Form 13) of the Income Tax Act</b> <ul style="list-style-type: none"><li>• Association of Indian Universities</li><li>• AIU Provident Fund Trust</li></ul> (Drafting and finalizing, from Tally ERP 9, the Annual Accounts of AIU, AIU Group Gratuity Scheme and AIU Provident Fund Trust comprising of Receipt & Payment Account, Income & Expenditure Account, Balance Sheet including projections for next year for filing the application in the Income Tax Department)	
d)	Certificate from CA with regard to University News publication to Registrar of Newspapers (RNI) for India	
<b>MONTHLY/QUARTERLY/ANNUAL BASIS</b>		
e)	<b>Filing of Monthly/quarterly returns based on data from AIU and requisite updations and other allied jobs:</b> <ul style="list-style-type: none"><li>• Income Tax (Salary) Return – 24Q Quarterly and Annual basis</li><li>• Contractors TDS – 194C -26Q Quarterly Basis</li><li>• Professional Tax – 194J – 26Q Quarterly Basis</li><li>• GST Return – Monthly Basis</li><li>• GST Annual Return/Certification</li><li>• GST TDS Return – Monthly Basis</li></ul>	
<b>NEED BASIS</b>		
f)	Utilization Certificate for Grant-in-Aid	
g)	FCRA Return	
h)	Foreign Currency Transaction - Form 15 CB Certification	
i)	Consultations	
j)	<b>ASSESSMENT PROCEEDINGS BEFORE ASSESSING OFFICER, ADDITIONAL COMMISSIONER OF INCOME TAX, CIT (APPEAL), ITAT</b> Attending to Income Tax Notices, Submission of Replies, Personal Appearance(s) before Assessing Officer, Clarifications etc.	

\* Note : Rates should be inclusive of all charges but **excluding GST**.

Date :

(Signature )  
Seal of the CA/Firm

